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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 January 1953

FROM : Chief, Language Services Division, O/TR

SUBJECT: Progress Report for Week of 19 January through 23 January 1953

1. A combined total of 161 students is presently enrolled in introductory and self-study courses in the Language Training Center.
2. The language laboratory was used for a total of 354 hours, including 12 hours of movies, during the week.
3. Six requests for training students outside the Agency have been given final approval and two requests have been recommended for final approval.
4. The memorandum announcing the internal and external spring language training program was distributed and enrollment in the various classes has begun.

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cc: Plans and Policy Staff

JOB NO. _____ DATE _____ DOC NO. 69 NO CHANGE
IN CLASS X _____ TR H C RET. INST. 22
NEXT REV DATE 89 REV DATE 9 Nov 79 _____ TYPE DOC. 02
NO. FOR 1 OPERATION DATE _____ ORG CODE 11 OF 11 ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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